

## LISKEARD TOWN COUNCIL

**AT A MEETING** of the **COMMUNICATIONS AND ENGAGEMENT COMMITTEE** held in the Long Room at 7.30 pm on Tuesday 1 May 2018 there were present:

Councillor Rachel Brooks – in the chair

Councillors (committee): Tyler Bennetts, David Ambler, Roger Holmes, Sandra Mitchell and Susan Shand

Also in attendance: Councillors Jane Pascoe (arrived at 7.50pm) and Naomi Taylor

Support Services Manager: Yvette Hayward

Museum Management Team: Jayne Buchanan and Brian Oldham

Museum Coordinator: Karen Partington

The Chair advised of housekeeping matters and that the meeting was being recorded.

### **643/17 APOLOGIES**

Councillors Christina Whitty and Anna Clarke

### **644/17 DECLARATIONS OF INTEREST REGISTERABLE OR NON-REGISTERABLE**

None

### **645/17 MINUTES OF THE MEETING HELD ON TUESDAY 6 MARCH 2018**

Councillor Brooks proposed, Councillor Bennetts seconded, and the Committee **RESOLVED** that the Minutes of the meeting held on the 6 March 2018 were adopted as correct.

### **646/17 PUBLIC PARTICIPATION**

None

### **647/17 SUPPORT SERVICES MANAGER'S REPORT - To receive an update on progress of items from the last meeting of the Communications and Engagement Committee on 6 March 2017**

Written report noted

Community Fair – It was agreed this had been very successful. For next year we will have the Long Room but not use the gazebo or the new Liskeard Room for stalls. The committee thanked Mandy Hancock for all her work on this event.

Annual Town Meeting – this was also very successful with the largest attendance people could remember. The Community Champion Awards had been a very positive new element of the event. Next year we need to have even more publicity inviting public nominations and a transparent process for agreeing who is to be honoured.

Liskeard town and museum leaflet distribution – the museum have paid in the past to have their leaflet delivered to holiday parks etc. They still have some budget left so will investigate this for those not yet covered and include the town leaflet with them.

Community Emergency Plan – Sue Shand will take over chairing this working group

**648/17 BUDGET UPDATE – To receive the updated budget to 31 March 2018**

No budget information was available due to long term sickness of the accounts clerk

**649/17 MUSEUM REPORT**

**a). To receive the report from the Museum Management Team (MMT)**

Karen Partington the new Museum Coordinator was welcomed. The MMT thanked the Council for appointing a coordinator, demonstrating the importance the Council put on the museum.

They were undertaking a trial as a dog friendly museum and so far, have had 10 visitors with well-behaved dogs. They will develop a policy for dealing with possible problems arising and will bring back an item to the next meeting.

They are also working on a new audit process, and a plan to grow volunteer numbers. The Safeguarding Officer, Erin Beswetherick was working on a draft safeguarding policy and would forward it to the museum to confirm all aspects of the museum's work had been covered.

The MMT were thanked for carrying the museum through some difficult times and achieving a very successful launch. Over 400 volunteer hours had been logged in both January and February which represented a huge effort to get the exhibitions ready for the new year.

**b). To receive the museum budget report to 31 March 2018**

No budget information was available due to long term sickness of the accounts clerk

**c). To discuss how a more formal constitution for the MMT can be developed**

The MMT welcomed a more formal framework for their operation and would take the lead in developing this. It was noted that currently two Councillors sit on the MMT, and it would be possible to co-opt members of the MMT to this committee if this would be beneficial.

**650/17 TOURIST INFORMATION CENTRE (TIC) REPORT - To receive the TIC report**

The report was noted with thanks

The committee congratulated Vicky Cutts (Team Leading and Management – Level 3), Tina Barrett (IT Application Specialist – Level 2), Mandy Hancock (Business and

Administration – Level 3) and Erin Beswetherick (Business and Administration – Level 3) on completing their apprenticeships.

All staff at the office and TIC were thanked for working together so flexibly to cover two members of staff currently long-term sick.

**651/17 YOUTH PROVISION SURVEY - To agree how to present information gathered in the survey to the Finance and General Purposes Committee and formulate suggestions for discussion there**

The data would be updated and presented in the current form for Finance and General Purposes (F&GP) Committee. Responses would be chased from schools, the police, fire service and Children's Services who could provide informed responses on gaps in the current provision. Support should include all different types of young people.

Suggestions for overall support for consideration would include:

- Publishing events and regular activities, including online
- Hosting training for people working with children and young people locally
- Finding or funding a space which could be used for youth activities
- Helping to set up a youth forum/council
- Support and interaction with schools

Suggested rules for awarding grant funding to include:

- New projects/ongoing costs
- Age parameters
- Evaluation requirements
- Minimum requirements for DBS checks/safeguarding
- Use of Town Council logo and acknowledgement in publicity
- Requirements for matched funding
- Limits for capital purchases and rules for asset lock
- Purpose – social, emotional, health, well-being

F&GP should also to be invited to consider whether Lyskerrys Youth club is a special case which warrants more significant ongoing support.

**652/17 MURALS - To receive an update on the mural project, including the application to the Historic England Design Competition**

As discussed at the council meeting on 24 April, a group in the town were bidding for funding from Historic England for an Emily Hobhouse mural and the Town Council were supporting this. A copy of the draft submission was discussed, and Rachel Brooks will feed back comments to the bid writers.

**653/17 EVENTS – To receive an update on forthcoming events:**

- Beating the Bounds May/June 2018
- Liskeard Show 14 July 2018 (to agree arrangements)
- Liskeard Unlocked 13 – 16 September 2018

A stand has been booked at Liskeard Show. Stratton Creber would be joining us to carry out further consultation with the agricultural community for the Employment Land Demand and Agri-Business Hub Assessment. Other ideas were put forward for possible inclusion – the Museum, Liskeard in Bloom, Plastic Free Liskeard, Safer Liskeard and the Lyskerrys magazine. We could invite Community Champion nominations. It was agreed to prepare descriptions of activities on the stand which can be read out over the public-address system.

#### **654/17 CORRESPONDENCE**

None

#### **655/17 DATE OF NEXT MEETING**

The next meeting of the Communications and Engagement Committee will be on Tuesday 3 July 2018 at 7.30 pm in the Long Room.